POLICY MAKING

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated. Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public Catholic education and compliance with the Education Act and provincial as well as federal legislation.

The Board believes in the establishment and review of policy which reflects its philosophy and exercises its governance role in the operation of the Division.

The Board shall adhere to the following stages in its approach to policy making:

1. **Planning**
   The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. **Development**
   The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent.

3. **Approval**

   For deletion of a policy, changes to existing policies, or new policies, the Board will give each policy two (2) readings in public session as follows – with unanimous consent this can occur in one board meeting:

   3.1 First Reading – The Policy proposal is presented and discussed by the Board.

      3.1.1 Changes to policy that govern Teacher staffing and/or working conditions which are not covered in the ATA collective agreement, will be distributed to the Policy Advisory Committee after first reading is carried.

   3.2 Second Reading – The Policy proposal is discussed further by the Board taking into consideration any input received by the policy committee and board as an approved policy. With unanimous consent both readings can occur in one board meeting.

3.3 On matters of unusual urgency, the Board may waive the foregoing procedures and take immediate action in dealing with a policy matter.

4. **Implementation**

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship.

5. **Review**

The Policy Review Committee shall review Board policy in a timely manner in order to determine if it is meeting its intended purpose.

Specifically,

a. Any trustee and all stakeholders may make considerations regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in written, printed or electronic copy, to the Board Chair or the Superintendent. The proposal shall contain a brief statement of purpose or rationale.

b. When required, the Superintendent as directed by the Policy Review Committee shall seek legal advice on the intent and the wording of the policy.

c. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board. A copy of the adopted policy shall be appended to the official minutes.

d. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.

e. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will provide the rationale for same.

f. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.

g. The Superintendent must inform the Board of any substantive changes to administrative procedures.

h. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.

i. At a minimum the Policy Review Committee shall review each policy biennially.

Legal Reference: Section 33, 51, 52, 53, 222 Education Act
Board Procedures Regulation